

**MINUTES OF THE VINEYARD TOWN
WORK SESSION AND COUNCIL MEETING
Vineyard Town Hall, 240 East Gammon Road, Vineyard, Utah
March 25, 2015, 6:00 PM**

6:00 PM WORK SESSION

PRESENT:

Mayor Randy Farnworth
Councilmember Dale Goodman

ABSENT:

Councilmember Julie Fullmer
Councilmember Sean Fernandez
Councilmember Nathan Riley

Staff Present: Attorney David Church, Public Works Director/Engineer Don Overson, Planner Nathan Crane, Deputy Sheriff Collin Gordon, Treasurer Jacob McHargue, Town Clerk/Recorder Pamela Spencer

Others Attending:

6:00 PM –

Mayor Farnworth reviewed staff reports and agenda items. They discussed the status of negotiations with the Union Pacific Railroad, the need to update the municipal code, issues with parking, the contract for fire services, and a TAC (Technical Advisory Committee) out-of-state field trip.

The work session adjourned at 6:55 PM.

7:06 PM COUNCIL MEETING

PRESENT:

Mayor Randy Farnworth
Councilmember Sean Fernandez
Councilmember Dale Goodman

ABSENT:

Councilmember Julie Fullmer
Councilmember Nathan Riley

Staff Present: Attorney David Church, Planner Nathan Crane, Deputy Collin Gordon, Planning Commission Chair Wayne Holdaway, Water Operator Sullivan Love, Treasurer Jacob McHargue, Public Works Director/Engineer Don Overson, Town Clerk/Recorder Pamela Spencer

Others Attending: Residents Marcus Jessop, Chris Judd, and Angela Kohl

Regular Session - The meeting was called to order at 7:06 PM. The invocation was offered by Mayor Farnworth.

CONSENT ITEMS:

There were no items for consent.

PLANNING COMMISSION UPDATE AND RECOMMENDATIONS TO THE COUNCIL:

Planning Commission Chair Wayne Holdaway mentioned there were no items to report from the Planning Commission.

STAFF REPORTS:

Planner – Nathan Crane – Mr. Crane said the next TAC meeting would be on April 17th 9 AM – 11 AM at the Town Hall. He said he would email a link to the Dropbox so the Council could access photos from the two field trips. He mentioned that attendees were also filling out surveys.

Public Works Director /Engineer– Don Overson - Mr. Overson said that demolition of the park restroom would start on Monday. He mentioned that he received the final site plan for the public safety building and would get it out to bid next week. He said the RDA projects were moving forward. He mentioned that the new detour was in place on 300 West and Center Street.

He said work was moving along on 400 North and Vineyard Road. He said they were coordinating with UDOT to get the connection with Mill Road and the Vineyard Connector.

Attorney – David Church - Mr. Church had no new items to report

Utah County Sheriff Department – Collin Gordon - Deputy Gordon had no new items to report.

Treasurer – Jacob McHargue – Mr. McHargue gave a brief updated on the current budget. He explained the new viewing format and how it would be easier to use. He said he was working with Orem on the fire department contract.

Town Clerk/Recorder – Pamela Spencer - Ms. Spencer gave an update on the recording system. She mentioned that the Liberty Recording System could be converted to an HTML so that anyone could listen to it on any device.

Ms. Spencer discussed an opportunity to possibly participate in a same-day voter registration pilot program. She said new residents would still need to meet the 30-day residency requirements, but then vote with a provisional ballot. She said that she would send a request to the Lieutenant Governor if the Council decided to participate. The Council thought it was a good idea. Ms. Spencer reported that she could have one poll worker that was 16 or 17 years of age.

COUNCILMEMBER'S REPORTS:

Councilmember Fernandez – Councilmember Fernandez had no new items to report.

Councilmember Riley - Councilmember Riley was not present at the meeting.

Councilmember Goodman – Councilmember Goodman had no new items to report.

Councilmember Fullmer – Councilmember Fullmer was not present at the meeting.

MAYOR'S REPORT:

Mayor Farnworth reported that the Utah Lake Commission had a new Executive Director, Eric Ellis. Mayor Farnworth mentioned that he would meet with Orem City to discuss the Fire Contract and Lakeside Park parking issues. He said members of the TAC toured the transit system in Portland, Oregon for the purpose of economic development. Councilmember Fernandez wondered if a report of the trip would be presented. Mr. Crane explained that a report would be given in an upcoming TAC meeting.

OPEN SESSION: *Citizen's Comments*

Councilmember Sean Fernandez said that adjacent property owners to the south were throwing debris onto the Clegg Farm property. He mentioned three particular issues: extra sod and other debris that was dumped onto the property, a section of the concrete ditch that was removed, and an old field fence that was torn down. He was concerned that water would not be contained without the concrete ditch and would run to neighboring basements. He wondered what could be done.

Mayor Farnworth talked about posting on social media. Mr. Overson suggested talking about the issues with a group to represent the Sleepy Ridge subdivision. They could then share the information with neighbors.

Mr. Church said the neighbor's behavior was breaking the law and suggested sending a letter from the town and possibly involving the sheriff.

Deputy Gordon agreed and said dumping debris was criminal. He said the removal of the fence and the concrete ditch was damaged property and considered criminal mischief. He said he was willing to talk to the individuals responsible for it and give them a warning.

Resident Angela Kohl said someone had already talked to a deputy and started a report. She said neighbors were already contacted. Deputy Gordon said he had not seen a report and would check on it.

Resident Marcus Jessop suggested posting information about the Clegg Farm on the Sleepy Ridge Facebook page. He voiced concern with construction trash. Mr. Overson said it was something the building inspector could help control.

Mr. Jessop mentioned that people, especially kids, walked in his backyard to go to the park. He wondered about the possibility of a crosswalk. Mayor Farnworth and Mr. Overson talked about future plans for the road and fencing. Mr. Overson explained that sidewalks would eventually be on both sides of the road. He said he would look into a temporary solution.

BUSINESS ITEMS:

8.1 DISCUSSION AND ACTION - Vote By Mail

Pamela Spencer Town Clerk/Recorder will present her findings on the "Vote by Mail" municipal election option (this is a continuation from the March 11, 2015 meeting). The Mayor and Town Council will take appropriate action.

Councilmember Goodman said that he realized that Vote by Mail increased voter participation and that the financial impact to the town was minimal.

Councilmember Fernandez said he liked going to the polls however, he thought voter turnout was more important. He thought the Council should move forward and approve it.

Mayor Farnworth agreed and thought Vineyard should try it. He called for a motion.

Motion: COUNCILMEMBER FERNANDEZ MOVED TO USE VOTE BY MAIL FOR THE UPCOMING ELECTION AND PUT INTO PLACE THE NECESSARY REQUIREMENTS TO MAKE IT HAPPEN. COUNCILMEMBER GOODMAN SECONDED THE MOTION. ALL PRESENT WERE IN FAVOR. THE MOTION CARRIED WITH TWO ABSENT.

8.2 DISCUSSION AND ACTION – Ordinance 2015-02 Transportation Utility Fund

Attorney David Church will present the Transportation Utility Fund Ordinance to address the need to have funds for maintenance and repair of the roads in Vineyard. The Mayor and Town Council will take appropriate action.

Mr. Church explained that as part of the updated Municipal Code, and at the request of Councilmember Goodman, he created an ordinance for a Transportation Utility Fund. He explained that it would establish a fee based system for road maintenance and repair. He said it was very similar to what Provo City was doing. He talked about the details of the fund including how it would be billed, fee calculations, and exemptions.

Councilmember Fernandez talked about the gas tax and wondered if a Transportation Utility Fund fee could be established after Vineyard knew what was receive from the gas tax.

Mr. Church explained that there was a provision in the proposed ordinance that required staff to evaluate and report what was received from the gas tax. He said that if the gas tax was sufficient to run the road system without the additional fee, the utility fund would disappear. He explained that a fee could be determined at the time of the budget discussion.

The Council discussed the current and future needs of road maintenance. Mayor Farnworth asked for additional discussion. Hearing none, he called for a motion.

Motion: COUNCILMEMBER FERNANDEZ MOVED TO ADOPT ORDINANCE 2015-02, THE TRANSPORTATION UTILITY FUND, WHICH DESCRIBES THE TRANSPORTATION UTILITY FUND ORDINANCE TO ADDRESS THE NEED TO HAVE FUNDS FOR MAINTENANCE AND REPAIR OF ROADS IN VINEYARD. COUNCILMEMBER GOODMAN SECONDED THE MOTION. MAYOR FARNWORTH AND COUNCILMEMBERS GOODMAN AND FERNANDEZ, WERE IN FAVOR. NONE WERE OPPOSED. COUNCILMEMBER FULLMER AND COUNCILMEMBER RILEY WERE ABSENT. THE MOTION CARRIED WITH TWO ABSENT.

8.3 DISCUSSION AND ACTION - Ordinance 2015-03 Storm Water Ordinance

Attorney David Church will present the Storm Water Ordinance to address growing needs for the town. The Mayor and Town Council will take appropriate action.

Mr. Church explained that Vineyard was committed to adopt a storm water ordinance as part of the Federal Clean Water Act as an MS4 city. He explained that the MS4 application process required Vineyard to have a regulatory ordinance indicating how it would be funded. He said the ordinance enacts a fund and a fee. He said the fee would be defined in the budget.

Councilmember Fernandez asked about the use of the funds. Mr. Church said it could be used for maintenance, as well as enlarging pipe sizes, if needed. He said the ordinance would allow for it to be a dedicated account.

Mr. Overson mentioned that the ordinance also gave Vineyard the power to stop work if standards were not met by developers.

Motion: COUNCILMEMBER GOODMAN MOVED TO ADOPT ORDINANCE 2015-03; STORM WATER ORDINANCE IN ORDER TO COME INTO COMPLIANCE WITH THE STATE REGULATIONS AND THE EPA. COUNCILMEMBER FERNANDEZ SECONDED THE MOTION. MAYOR FARNWORTH AND COUNCILMEMBERS FERNANDEZ AND GOODMAN WERE IN FAVOR. NONE WERE OPPOSED. COUNCILMEMBER FULLMER AND COUNCILMEMBER RILEY WERE ABSENT. THE MOTION CARRIED WITH TWO ABSENT.

8.4 DISCUSSION AND ACTION – Amendment to the Town Fees (Resolution 2015-05)

Public Works Director Don Overson is requesting an amendment to the Town Fees to adjust the water and sewer rates. The Mayor and Town Council will take appropriate action.

Mr. Overson requested this item be postponed and presented with the 2015-2016 budget.

Motion: COUNCILMEMBER FERNANDEZ MOVED TO INCLUDE BUSINESS ITEM 8.4 IN THE BUDGET DISCUSSION. MAYOR FARNWORTH SECONDED THE MOTION. ALL PRESENT WERE IN FAVOR. THE MOTION CARRIED WITH TWO ABSENT.

8.5 DISCUSSION – 2015-2016 Preliminary Budget

Treasurer Jacob McHargue will present preliminary 2015-2016 budget information for consideration by the Council and receive direction from the Council regarding additions, deletions, or corrections to the proposed budget. The Tentative Budget will be presented for approval on May 13, 2015.

Mr. McHargue reviewed some of the foreseeable personnel needs within the upcoming fiscal year. He proposed three new positions: water sewer operator, building official, and public works technician. He talked about the financial impact of each position.

Mr. McHargue said an updated pay scale was being considered for employee compensation. He said the 5-step pay scale was similar to the one used by Lindon City. He talked about the details of the pay scale and merit increases. He said it would not financially change anything for Vineyard; current salaries would be fit into the proposed pay scale.

Mr. McHargue said a 3% merit increase based on performance evaluations was also being considered. Councilmember Goodman wondered why 3% was requested. Mr. McHargue said it was a number to start the discussion with. He said a performance evaluation would be conducted and employees would get a percentage of the 3%. He said the merit increase would be a yearly discussion. Discussion ensued regarding the merit increase theory and performance evaluations.

Councilmember Goodman thought that performance evaluations would be more complex for supervisors and department heads.

Mr. McHargue talked about equipment needs: a large printer/scanner that could handle large documents such as building plans, an additional truck for new personnel, electronic tablets for inspectors, and signs on I-15. He said the tentative budget was scheduled to be planned for the first council meeting in May. He asked for questions.

Councilmember Goodman wondered if the budget included directional signs posted at the bottom of the I-15 ramps. Mr. Overson said current discussions with UDOT (Utah Department of Transportation) only pertained to signs on I-15. Councilmember Fernandez asked to be involved because he might be able to help with the approval of the requested signs.

Councilmember Fernandez wondered who was maintaining Vineyard's GIS (Geographical Information System) data. Mr. Overson said he was working with JUB to try to get a federal grant that would provide GIS software and all the data needed to create a good GIS map for Vineyard. He talked about the details of the grant and said that Vineyard would use JUB as needed if they were given the grant. He explained that the grant would not allow the town to get an asset management system.

Councilmember Fernandez said Vineyard was at a critical stage to collect the data. Mr. Overson said they had been very proactive with collecting data over the last three years. He said the new software would process it into line work. He said all the RDA projects had been mapped.

Councilmember Goodman wondered what would be used if they didn't have the asset management software. He thought it was important to capture information now so that it could be migrated into software at a later date. Mr. Overson discussed the capabilities of the software provided through the grant. He explained that it would not generate a report. He said they would work next year towards creating a database with the information.

Councilmember Goodman wondered if they had considered hiring a GIS intern. Mr. Overson said they first needed to get the system in place, then use contractors to help maintain the system until Vineyard could afford to have someone in-house.

Councilmember Fernandez wondered who would build the standard scheme. Mr. Overson explained that JUB would be involved in conjunction with Vineyard staff.

Mr. McHargue mentioned that he met with Badger Meters regarding a cell meter. He talked about how the meter worked and the costs involved. He said the benefit was that the town could be more proactive with leaks or water issues. He said water restrictions would also be easier. Discussion ensued regarding the costs to change to the new system and possible issues with using a cell meter.

ITEMS REQUESTED FOR NEXT AGENDA:

Councilmember Goodman said he attended a risk management meeting with Olympus Insurance to discuss security issues with internet and computer systems. He thought the Council needed to look into Vineyard's computer securities in more detail.

Mayor Farnworth said he would like to address the concern regarding allowing adult entertainment in the town.

ADJOURNMENT:

Motion: COUNCILMEMBER GOODMAN MOVED TO CLOSE THE MEETING. COUNCILMEMBER FERNANDEZ SECONDED THE MOTION. ALL WERE IN FAVOR. THE MOTION CARRIED WITH TWO ABSENT.

Meeting adjourned at 8:28 PM. Next regularly scheduled meeting is April 08, 2015

MINUTES APPROVED ON: May 13, 2015

CERTIFIED CORRECT BY: /s/ Pamela Spencer
P. SPENCER, TOWN CLERK/RECORDER